



City of Phoenix

SPECIAL OCCASION GIFT WAIVER REQUEST EMPLOYEES AND VOLUNTEERS

Phoenix City Code § 2-52(c)(4)

This form is for use by City of Phoenix employees to request a waiver of the gift rules in City Code Section 2-52(D) for gifts received in connection with a special or unusual occasion. **Upon approval by the City Manager's Office, please file this form with the City Clerk.**

REQUEST FOR WAIVER OF: **Receipt of Gifts** **Disclosure of Gifts**

Name of Requestor: _____

Requestor Status: Employee Volunteer

Address: _____

Phone: _____ Email: _____

Occasion: Wedding/Engagement Birth/adoption of child Death in family

Date of Occasion (or anticipated date): _____

CONDITIONS FOR APPROVAL

Notwithstanding the grant of this waiver, you should exercise caution in accepting any gift that likely would not have been offered but for your status as an elected official, board or commission member, employee or volunteer. With regard to any such gift, you should consider its source, nature, and value, as well as any possible conflict of interest with official duties. Any gift that creates the appearance of undue influence or a conflict of interest is prohibited.

<p><input type="checkbox"/> By checking this box and typing my name below, the undersigned does hereby state under penalty of perjury that all of the information provided in the Special Occasion Gift Waiver Request form is true and correct to the best of my knowledge and by typing my name below I acknowledge that such action constitutes the legal equivalent of signing my name and I hereby waive any requirement that this form be notarized in order to be legally enforceable.</p> <p>Acknowledged and Submitted By:</p> <p>Typed Name: _____ Date: _____</p>

CITY MANAGER APPROVAL

Request Approved by

Signature of City Manager or Designee

Date

Note: This approval only applies to the City of Phoenix Gift requirements. It does not provide a waiver of any federal or state disclosure or reporting requirements.

How to file: Email the completed form to mailbox.city.clerk.department@phoenix.gov or mail to the City of Phoenix, City Clerk Department, Records & Elections Division, 200 West Washington Street, 15th Floor, Phoenix, AZ 85003-1611